

SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_



TOWN OF OYSTER BAY  
DEPARTMENT OF PLANNING & DEVELOPMENT  
DIVISION OF BUILDING  
Town Hall  
Oyster Bay, New York 11771

**APPLICATION FOR PERMIT TO BUILD OR INSTALL**

APPLICATION MUST BE TYPEWRITTEN OR PRINTED IN INK LEGIBLY.

Name \_\_\_\_\_ Street Address \_\_\_\_\_ Post Office \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_  
PROPERTY OWNER: \_\_\_\_\_  
LESSEE \_\_\_\_\_  
TENANT: \_\_\_\_\_  
APPLICANT: \_\_\_\_\_  
ARCHITECT: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
PLUMBER: \_\_\_\_\_  
ELECTRICIAN: \_\_\_\_\_

ADDRESS OF CONSTRUCTION: \_\_\_\_\_  
IF DIFFERENT FROM ABOVE NO. & STREET POST OFFICE ZIP CODE

LOCATION OF PROPERTY: N.E.S.W. SIDE OF \_\_\_\_\_ FEET  
N.E.S.W. OF \_\_\_\_\_  
OR \_\_\_\_\_ (STREET) \_\_\_\_\_ (POST OFFICE)  
N.E.S.W. OF \_\_\_\_\_ corner of \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_ (STREET) \_\_\_\_\_ (STREET) \_\_\_\_\_ (POST OFFICE)

**TYPE OF BUILDING**

**A. TYPE OF IMPROVEMENT**

**B. PROPOSED USE**

EXISTING \_\_\_\_\_ PROPOSED \_\_\_\_\_

EXISTING \_\_\_\_\_ PROPOSED \_\_\_\_\_

- 1. NEW BUILDING/STRUCTURE \_\_\_\_\_
- 2. ADDITION/EXTENSION \_\_\_\_\_
- 3. ALTERATION (i.e. Garage Conv.) \_\_\_\_\_
- 4. DECK \_\_\_\_\_
- 5. AWNING/ROOF-OVER \_\_\_\_\_
- 6. CELLAR ENTRANCE \_\_\_\_\_
- 7. REISSUE # \_\_\_\_\_
- 8. OTHER \_\_\_\_\_

- 1. ONE FAMILY \_\_\_\_\_
- 2. TWO FAMILY \_\_\_\_\_
- 3. PARENT CHILD \_\_\_\_\_
- 4. GARAGE \_\_\_\_\_
- 5. BUSINESS \_\_\_\_\_
- 6. INDUSTRIAL \_\_\_\_\_
- 7. RESTAURANT \_\_\_\_\_
- 8. PUBLIC ASSEMBLY \_\_\_\_\_
- 9. OTHER \_\_\_\_\_

DESCRIBE THE WORK IN DETAIL (Size and Dimension(s) of Structure(s)) \_\_\_\_\_

**A Disclosure Affidavit needs to be filed with the Application if there is a potential conflict of interest between a property owner, applicant, contractor or other involved party to an Application and any employees or other relationships to the Town of Oyster Bay.**

**HAVE BOTH AFFIDAVITS NOTARIZED**

THE OWNER OF THE BUILDING & THE UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE TOWN OF OYSTER BAY, COUNTY OF NASSAU & STATE OF NEW YORK

**APPLICANT**

**OWNER**

STATE OF NEW YORK  
COUNTY OF NASSAU ss:  
\_\_\_\_\_ being duly sworn, deposes and says: That he/she resides at \_\_\_\_\_  
In the hamlet of \_\_\_\_\_ in the State of \_\_\_\_\_  
and that he/she is authorized by the Owner \_\_\_\_\_ who is the owner in fee of all that certain lot, piece or parcel of land shown on the attached survey, situated, lying and being within the unincorporated area of the Town of Oyster Bay, to make application for a permit to perform said work in the foregoing application and accompanying plans, and all the statements contained herein are true to deponents own knowledge.  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

(Sign here) \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

STATE OF NEW YORK  
COUNTY OF NASSAU ss:  
\_\_\_\_\_ being duly sworn, deposes and says: That he/she resides at \_\_\_\_\_  
in the hamlet of \_\_\_\_\_ in the State of \_\_\_\_\_  
and that he/she is the owner in fee of all that certain lot, piece or parcel of land shown on the attached survey, situated, lying and being within the unincorporated area of the Town of Oyster Bay, that the work proposed to be done upon the said premises, will be done in accordance with the approved application and accompanying plans, and hereby authorizes \_\_\_\_\_ (applicant) to make application for a permit to perform said work in the foregoing application and accompanying plans, and all the statements herein contained are true to deponent's own knowledge.

(Sign here) \_\_\_\_\_ (owner)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

NOTARY PUBLIC

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